

Employee Handbook

Verification Form

The following handbook topics are to be reviewed with staff at the start of the year as you review procedures.

In an effort to show concern and good faith, it is important for you to be proactive in order to prevent any future misunderstandings.

HANDBOOK TOPICS:	PAGE	DATE OF COMPLETION
Employee Handbook Overview	_____	_____
Leaves and Absences	_____	_____
Complaints and Grievances	_____	_____
Employee Conduct and Welfare	_____	_____
Overtime - Compensation	_____	_____
Sexual Harassment	_____	_____